

*Any document in PDF (Portable Document Format) file must be viewed with Adobe Acrobat Reader software. If you do not have this free software, obtain it at: [Adobe Acrobat Reader software](#).

[Memorandum](#)

[Agenda Items](#)

[RSVP Fax](#) (PDF, 27K)

[Advisory Group](#)

[Meeting Guidelines](#)

MEMORANDUM

TO: Stakeholder Advisory Group Members and Interested Parties

FROM: Tom Stevens, Project Manager

DATE: October 1, 1999

SUBJECT: ETV Source Water Protection Pilot - Infrastructure and Watershed Protection Technologies Stakeholder Meeting

The first meeting of the ETV Source Water Protection Pilot - Infrastructure and Watershed Protection Technologies Stakeholder Advisory Group will be held Thursday, November 18, 1999 at the BWI Marriott, Baltimore, MD. The meeting is scheduled to begin at 8:30 a.m. and end at 5:00 p.m. A list of agenda items is attached.

A block of rooms is being held at the BWI Airport Marriott (743 West Nursery Road, Baltimore- Washington International Airport, Baltimore, MD). To reserve your room at the NSF group rate (\$169.00), call the hotel directly at (800) 228-9290 or (410) 859-8300. **The block of rooms will be held only until October 28, 1999. Please inform the hotel reservationist that you will be attending the EPA/NSF Source Water Protection Pilot meeting. After this date, the rooms will be booked at a rate of \$177.00 to \$199.00 per night based on availability.**

The hotel provides complimentary shuttle service to and from the airport. The phone board is located in the baggage claim area on the first floor. Call and let them know on which airline you will be arriving. Shuttle service will also be provided from the Amtrak station. Call the hotel and let them know when you arrive at the station.

Please return the enclosed [FAX sheet](#) to Pat Wilkie by Friday, October 29 to inform us if you will be attending the meeting. I look forward to seeing you in November.

**Meeting Agenda Items
ETV Source Water Protection Pilot**

**Infrastructure & Watershed Protection (IWP) Stakeholder Advisory Group
November 18, 1999**

BWI Marriott - Baltimore, Maryland

Overview of EPA's Environmental Technology Verification Program **P. Hansen, USEPA**

Overview of ETV SWP Pilot

- Pilot strategy
- Participant roles
- Testing and quality management

**T. Stevens, NSF/
R. Frederick, USEPA**

Discussion of IWP Issues

- Review of state canvass
- Animal waste treatment
- Sewer rehabilitation
- Other issues

Stakeholder Group

Identification of Technology Areas for Consideration

- Infrastructure technologies
- Agriculture technologies
- Other watershed technology areas

Stakeholder Group

Protocol Development Process

- Critical elements of protocol
- Technology panel/identification of experts

T. Stevens, NSF

Project Time Line

- Next steps
- Next meeting

T. Stevens, NSF

**ETV Source Water Protection Pilot
Infrastructure & Watershed Protection Stakeholder Advisory Group**

Name

Affiliation

Jim Converse	University of Wisconsin-Madison (Representing: American Society of Agricultural Engineers)
Jim Cox	National Association of State Conservation Agencies
Jim Curatola	Upper Susquehanna Coalition
Barry Davis	City of Philadelphia Water Department (Representing: Association of Metropolitan Sewerage Agencies)
Ron Entringer	New York State Department of Health (Representing: Association of State Drinking Water Administrators)
Jim Ferrito (tentative)	Browning & Ferris Inc.
Thomas Grizzard	Virginia Tech University (Representing: American Water Works Association)
Brant Keller	City of Griffin (GA) Public Works & Storm Water Utilities (Representing: American Public Works Association)
Dave Neiman	Minnesota Rural Water Association (Representing: National Rural Water Association)
David Parkhill	Brown & Root Services (Representing: American Society of Civil Engineers)
Ray Sterling	Louisiana Tech University - Trenchless Technology Center
Ann Swanson	Chesapeake Bay Commission
Tony Tafuri	USEPA - Urban Watershed Management Branch
C. Vipulanandan	University of Houston - Center for Innovative Grouting Materials and Technologies (CIGMAT)
Donald Wells	National Association of Conservation Districts
Mike Williams	North Carolina State University - Animal and Poultry Waste Management Center
To be determined	Water Environment Federation (Representing: American Society of Agricultural Engineers)

**ETV Source Water Protection Technologies Pilot
Guidelines for Conducting Meetings of the
Stakeholder Advisory Group and Technology Panels**

Purpose

Meetings of the Stakeholder Advisory Group and Technology Panels will be held by NSF and EPA during the Source Water Protection Technologies Pilot. Meetings will be open to all stakeholders having an interest in the Pilot, as well as the Stakeholder Advisory Group and Technology Panels. NSF will provide Group and Panel members and interested stakeholders with notice of meetings and meeting summaries.

Conduct of Meetings

1. Observers interested in attending meetings should inform the NSF Project Manager and/or EPA Pilot Manager of their interest in participating at least 14 days prior to a meeting. If the size of the meeting limits the number of observers that can attend, attendance will be based on when NSF was notified of interest to participate, with the first to notify NSF being allowed to participate. All observers and meeting attendees will sign an Attendance List at the start of the meeting.
2. Substitutions for members of the Stakeholder Advisory Group or Technology Panels must be approved by the NSF Project Manager and/or EPA Pilot Manager.
3. Meetings will be chaired by the NSF Project Manager and/or EPA Pilot Manager, or persons designated by the Managers, who will be responsible for assuring fair handling of the meeting.
4. A quorum of at least 50 percent of the Stakeholder Advisory Group or Technology Panel must be present at a meeting to conduct business. Items of business will include approval of the previous meeting summary and current agenda.
5. Written comments must be received 14 days prior to a meeting to allow for distribution to all Group or Panel members. Comments received at the meeting will be included with the meeting summary.
6. Motions will be entertained by the chair on agenda items as time permits. Only Stakeholder Advisory Group or Technology Panel members will be allowed to initiate a motion.
7. Agenda items will first be discussed by the Stakeholder Advisory Group or Technology Panel members. Each member will be allowed a reasonable amount of time to speak, ask questions or make pertinent comments of other member's

comments. Members may abstain from discussion or comment at anytime. Meeting observers will then be allowed to comment and ask questions.

8. Each Stakeholder Advisory Group or Technology Panel member will have one vote. The vote may be for one of the following positions: (1) affirmative, (2) negative with reason or (3) abstain with reason.
9. Votes will be counted by the chair or designee of the chair. Results will be interpreted as:
 - Three-quarters ($\frac{3}{4}$) having the same position - very strong recommendation
 - Two-thirds ($\frac{2}{3}$) having the same position - strong recommendationIf less than two-thirds of the Group or Panel favor a position, a representative from each position will be selected to prepare “majority” and “minority” recommendations on the issue, and these will be submitted to NSF.
10. Any meeting participant wishing to have legal representation at the meeting must request permission from the EPA Pilot Manager and/or NSF Project Manager in writing no less than ten days prior to the meeting. NSF and EPA may deny the request if the proper request is not made. NSF and EPA reserve the right to also have legal representation at a meeting.